

SECRET

DEPARTMENT OF STATE REGULATIONS CONCERNING NON-STAFF PERSONNEL

Non-staff personnel employed abroad may be nationals of the country in which employed or of a third country. They may not be U.S. citizens.

The Chief of Mission shall devise a local compensation plan for local hires, which must be adhered to by USIA and AID.

The mission may employ as many local hires as are needed--as long as funds are available.

Security approval is required from the appropriate regional security headquarters, but otherwise there are no restraints on local authority to hire and fire.

Direct-hire appointments

Temporary

Employed for one year or less

Limited-Indefinite

An indefinite appointment but with a maximum time limit

Indefinite

No definite time limitation

Permanent

Requires participation in the U.S. Civil Service Retirement and Disability System. (Except AID)

Personal Service Contract

Entered into with an individual for the performance only by him of personal services.

Personal services are normally obtained through direct-hire appointments. Personal services contracts should be used only for securing such services on a temporary or intermittent basis. They should not be used for work of a continuing nature.

SECRET

SECRET

These employees should be granted, so far as possible, benefits equivalent to those given direct-hire employees.

Bonus Payments

May be made to local employees provided such payments are made customarily by the majority of local public and private enterprises in the locality.

The amount, frequency, and rules for authorizing bonuses will conform to prevailing practices.

Severance Payments

(To be supplied--in other words, it is not yet included in the version we have of State Department regulations.)

SECRET